

HR-4-305,

**MEMORANDUM FOR:** Director of Security  
Chief of Logistics  
Acting Comptroller  
Acting Personnel Director  
Chief, Medical Staff  
Chief, General Services

**SUBJECT :** Assignments of Administrative Personnel

1. The DD/A Career Service Board recently considered the question of assignments of administrative personnel of all DD/A components to other organizational units of the Agency and particularly to overseas positions. The Board felt that it should provide, through the Deputy Director (Administration), appropriate policy and guidance on this subject to all of the administrative office chiefs and their respective Career Service Boards.

2. The recommendation of the DD/A Career Service Board on this subject is as follows:

"In order for the heads of all administrative components of CIA to fulfill their responsibilities to provide administrative personnel of all types to all organizational units of the Agency, particularly overseas, it is necessary that administrative personnel accept assignments wherever the needs of CIA indicate and when so requested. There is particular need in this respect in connection with overseas assignments. Not only will this concept assist in the fulfilling of the responsibilities of the heads of administrative components, but it will also enable the individuals concerned to round out their careers and afford them maximum career advancement opportunities. The Board further recommended that only in the most exceptional cases should the condition relating to availability for service where needed be waived for new personnel entering on duty."

3. I have approved this recommendation of the DD/A Career Service Board and it is being furnished to you at this time for the purpose of affording policy guidance to your respective Career Service Boards. I realize that there may be some exceptional circumstances applying to certain organizational units of your components. Therefore, I should like to have your comments and recommendations in the event there are such specific situations. In particular I would like recommendations with respect to requiring acceptance of this principle by all new employees and in what situations, if any, should waivers be granted to new employees.

cc: Auditor-in-Chief  
General Counsel

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L. K. WHITE  
Acting Deputy Director  
(Administration)

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